

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Legislative
Unit: Legislative
Position Number: 401-115-5393-725 (1152)
Classification: Associate Governmental Program Analyst
Working Title: Legislative Analyst
Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under the direction of the Legislative Coordinator (Staff Services Manager II) in the Legislative Division, the Legislative Analyst is responsible for the development of legislative bill analyses for the Department and for producing a variety of tasks associated with the legislative matters that affect the Department.

% of Time	Essential Functions:
40%	Thoroughly research, analyze, and distill legislation relating to complex and sensitive housing and community development issues. This includes research to determine the effect of legislation, identification of emotionally charged and/or political sensitive issues, interaction with external groups involved in legislation, preparation of a written analysis that recommends a position to the Governor's Office and assist the Legislative Coordinator and Deputy Director for Legislation with monitoring amendments and developments. Tracks the progress of legislation through the committee process utilizing an electronic legislative tracking system, assists in the research of relevant background information, solicits input from stakeholders, and helps identify areas of conflict with Department housing policies. Review proposed policy and programmatic changes to legislative bills to determine the impact on departmental operations and to ensure the changes accurately reflect the Department's activities, policies, procedures, mission, vision, and strategic goals. Prepare concise and well-written analyses of proposed legislation affecting the Department's housing responsibilities and develop appropriate strategies for securing passage or defeat of the proposed legislation.

25%	Prepare responses to correspondence from the Governor or Director's offices and coordinate departmental responses to inquiries from State legislative members, legislative authors and committees and staff related to the Department's housing responsibilities. Facilitate and coordinate responses to legislative staff and constituent inquiries on the implementation of policies and programs and facilitate resolution of legislative constituent issues.
10%	Prepare and manage the Department's legislative proposals. This includes preparing written proposals for submittal to the Governor's Office, preparing committee statements and memoranda, and working with legislative staff and interest groups to facilitate enactment of the Department's legislation.
10%	Serve as a technical resource, or in a lead capacity, to other staff in the Legislative Division or within various departmental divisions. Other duties as assigned including general research assignments, providing legislative presentations to departmental staff, and making recommendations to program management and the administration.
10%	Assist in preparing the Deputy Director for Legislation for legislative committee hearings and other meetings with stakeholders and other State and federal agencies involving housing issues by collecting and preparing background information and similar materials. Assist the Legislative Coordinator in maintaining legislative and mandated legislative report files and other legislative records.
% of Time	Marginal Functions:
5%	Participate on teams within the Department, attend program and departmental meetings as necessary and perform work-related duties as required. Perform other related duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 5% overnight travel throughout the state may be required.

Supervision Exercised: None

Conflict of Interest (COI): Form 700 reporting required

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Physical Requirements: The incumbent will have the ability to communicate effectively, analyze complex material, distill this information into easily digestible form, make

recommendations, and have the ability to handle changing and short deadlines. The incumbent must exhibit professionalism and self-assurance amid fast-paced and high-pressure conditions. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information. The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display/monitor, or while attending meetings. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have a demonstrated ability to work long hours, work independently, handle stress during the legislative season, and work professionally under tight timelines. Mandatory overtime may be required.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

Administrative Responsibility: None.

Personal Contacts: The incumbent must have the ability to develop and maintain effective working relationships, work cooperatively with others, and to respond to inquiries from Department management and internal and external customers in a timely and effective manner. The incumbent may have frequent contact with the Directorate, Business, Consumer Services and Housing Agency, Members of the Legislature and their staff (including Committee staff), the Governor's Office, Department staff at all levels; other governmental agency representatives; various State, regional, local, and federal agencies; and other external stakeholders. The incumbent must be able to represent the Department with competency and integrity. All contacts are sensitive and/or confidential in nature.

Consequence of Error: Failure to remain informed of existing and proposed legislation and departmental operations could result in poor articulation of the Department's public policy, degradation for the Department, unfavorable media coverage, and possible reaction from the State Legislature or Governor's Office, affecting departmental credibility.

Failure to prepare accurate and timely analyses, legislative proposals, and associated correspondence would prevent the Department from being adequately represented in the Legislature. This could result in enactment of legislation adversely affecting departmental programs or State housing policy and could jeopardize enactment of Department-sponsored legislation.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Other Information: The incumbent must excel at critical thinking, writing, time management, and interpersonal skills; have an ability to prioritize multiple deadlines and tasks, and to problem solve and proactively overcome obstacles. The incumbent must be able to understand and implement strategies to navigate complex, sensitive issues and must be sensitive to the political and personal objectives of legislators regarding individual biases, constituents, and interest groups. The incumbent must have the ability to work with minimum direction and supervision; to initiate action independently; and to handle multiple assignments simultaneously. The incumbent must have the ability to adapt to changing priorities and to complete tasks or projects with short notice.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____
Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____
Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.